

Records Management

DESCRIPTION OF MAJOR SERVICES

Records Management is responsible for storage of inactive records and their eventual destruction. This division relocates inactive files from county departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency, and adopted by the Board of Supervisors.

The Records Management budget is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	113,142	146,009	142,929	203,135
Departmental Revenue	138,379	173,349	200,777	200,240
Revenue Over/(Under) Expense	25,237	27,340	57,848	(2,895)
Budgeted Staffing		1.0		1.0
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	(2,283)		85,476	

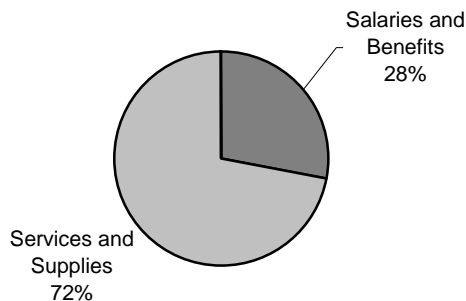
Workload Indicators

Shredding/reams	-	-	28,593	12,000
Storage (instead of cubic feet, storage is by no. of boxes)	33,268	32,648	32,648	32,992
Box/file retrievals and box/file refills	-	-	-	288
Requests for faxing documents	-	-	-	120

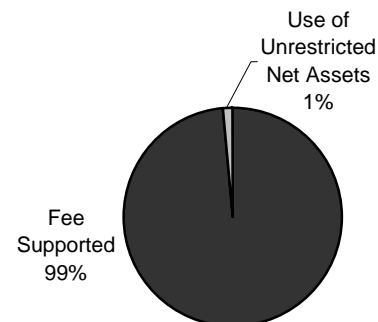
In 2004-05 estimated appropriation is less than budget due to salary savings and departmental revenue exceeds budget based on the high volume of shredding in 2004-05. This one-time revenue fluctuation is due to the recent implementation of the records retention policies by departments in 2004-05.

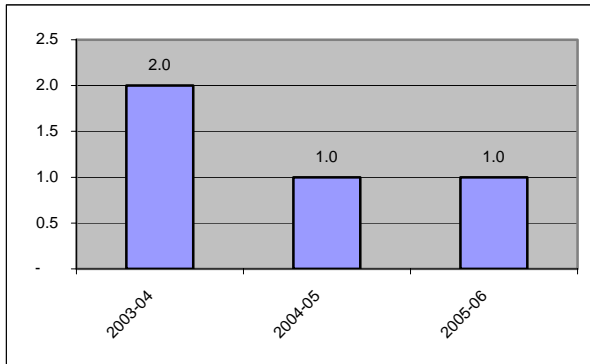
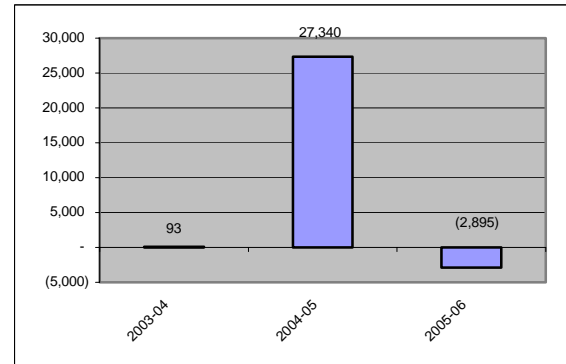
In 2005-06 the shredding volume is expected to drop by more than half. However, the Board approved an increase in fees, effective July 1, 2005, to cover increased COWCAP and insurance costs.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY



2005-06 BREAKDOWN BY FINANCING SOURCE



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) CHART**

GROUP: Fiscal
 DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management

BUDGET UNIT: IRM ACR
 FUNCTION: General
 ACTIVITY: Finance

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G 2005-06 Proposed Budget
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		
Appropriation							
Salaries and Benefits	48,493	52,538	4,428	-	56,966	-	56,966
Services and Supplies	94,053	93,088	-	19,309	112,397	33,569	145,966
Transfers	383	383	-	-	383	(180)	203
Total Appropriation	142,929	146,009	4,428	19,309	169,746	33,389	203,135
Departmental Revenue							
Current Services	200,777	173,349	2,237	19,309	194,895	5,345	200,240
Other Revenue	-	-	-	-	-	-	-
Total Revenue	200,777	173,349	2,237	19,309	194,895	5,345	200,240
Rev Over/(Under) Exp	57,848	27,340	(2,191)	-	25,149	(28,044)	(2,895)
Budgeted Staffing		1.0	-	-	1.0	-	1.0

In 2005-06 the department will incur increased costs in retirement and workers compensation. In addition, this budget unit included an estimated increase in salaries and benefits related to the pending negotiations, as this cost is financed by departmental revenues. These increased costs are reflected in the Cost to Maintain Current Program Service Column.

In the Board Approved Adjustment column the Board approved the rate changes for Records Management effective July 1, 2005, to cover increased COWCAP and insurance costs.

The Department Recommended Funded Adjustments column contains an increase in services and supplies due to purchase of records inventory bar code system and increased COWCAP costs. Increase in departmental revenue is based on historical trends.



DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management
 BUDGET UNIT: IRM ACR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Services & Supplies	-	33,569	-	(33,569)
	Increase services and supplies due to purchase of records inventory bar code system and increased COWCAP.				
2.	Transfers	-	(180)	-	180
	Decrease transfers due to EHAP.				
3.	Charges for Current Services	-	-	5,345	5,345
	Estimated small increase in revenue based upon historical trends.				
Total		-	33,389	5,345	(28,044)

